

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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-DSA**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Division of the State Architect		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED Regional Office – Los Angeles		CLASS TITLE Office Technician (Typing)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 700 N. Alameda Street, Los Angeles	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 718-395-1139-003	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I, the incumbent performs a wide variety of the most complex Office Technician duties that support the Division of the State Architect, Los Angeles Regional Office.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS expects its employees to adhere to the DGS Core Values of Integrity, Accountability, Communication, Excellence, Innovation, and Teamwork. Our employees are expected to perform their duties with these values in mind.</p> <p>The following duties will be accomplished in accordance with the Department of General Services (DGS) and Division of the State Architect (DSA) policies, procedures, and guidelines.</p> <p>ESSENTIAL FUNCTIONS</p> <p>The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.</p> <p>In order to process incoming project submittals using the eTracker database, spreadsheets, standard office procedures and the regulations governing the DSA program Title 24, California Code of Regulations:</p> <ul style="list-style-type: none"> • Receives, records and processes project documents for public school essential services and state funded projects such as Project/Special Inspector Qualification Record (DSA 5), Assistant Inspector Qualification Record (DSA 5A), Contract Information Form (DSA 102), etc. • Reviews received documents for completeness and accuracy and enter information into eTracker database and spreadsheets in order to maintain an accurate electronic record of projects using personal computer (PC) according to the eTracker Reference Manual. • Verifies inspectors are certified for classification(s) indicated on DSA 5 or DSA 5A form using the eTracker database and forwards the document to the District Structural Engineer. Upon approval of the District Structural Engineer, the incumbent shall enter the approved date into the eTracker database, copy the document to be mailed out to the Inspector, Architect of Record and School District, file a copy in the project file and scan into ADM database. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Puja Vats, SSM I		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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20%	<ul style="list-style-type: none"> • Data entry of semi-monthly reports and field trip notes in eTracker database by updating the percentage of project completion indicated on the report by either the inspector or the Field Engineer. • Generate reports from eTracker database and spreadsheets in order to assist the Supervising Structural Engineer in monitoring the District Structural Engineers' workload, total office workload (trends), to determine projects that are ready to close, track job file review, identify Class of projects, determine which projects require site visits by the District Structural Engineer. <p>In order to assist the District Structural Engineers with their field visits, the incumbent shall prepare Field Trip Note packages for all projects approved by DSA:</p> <ul style="list-style-type: none"> • Create Field Trip Note cover sheet by entering application number into eTracker and saving information, open document and print. • Copy Plan Check Worksheet along with attachments and print Approval of Plans letter from the ADM database. • Assemble all documents required to complete a trip note package and file in District Structural Engineers' trip note binders.
10%	<p>In order to properly invoice and close projects submitted to DSA following DSA procedures and Title 24 guidelines:</p> <ul style="list-style-type: none"> • Verifies contract information in eTracker database is in order to process further fees before closing projects. • Prepares invoices for additional fees as required for projects received or refunds fees for overage of payment following Title 24 guidelines using eTracker database. • Send invoice to School District/Director of Facilities and a copy to appropriate parties (e.g. Architect of Record, etc.)
10%	<p>In order to properly invoice and close projects submitted to DSA following DSA procedure and Title 24 guidelines:</p> <ul style="list-style-type: none"> • Enter construction change document information in eTracker database or Access database, including application number, date received, application number, etc. • Prepare transmittal for each construction change document received that summarizes the basic information at-a-glance. • Distribute construction change document to appropriate technical staff. • For approved construction change documents, the incumbent will stamp the appropriate documents with an approved stamp and complete the document by entering information of the reviewers and the date it was approved. • Copies of the transmittal and the construction change document shall be made and sent to the Architect or Engineer of Record.
10%	<p>In order to ensure DSA staff have access to approved project information at the satellite and regional offices, provide a final record set of approved plans within the five day time frame; utilizing verbal/written instructions and through skills and knowledge gained through education, vendor provided training and experience:</p> <ul style="list-style-type: none"> • Provide scanning services for conversion and filing of DSA project documentation at the regional office in order to produce a final record set of plans; using optical scanner equipment to scan various sizes of plans and documents, create document lists, track documents sent to third party scanning services and quality control of scans returned from external sources. • Contact clients and consultants who have scheduled a back check appointment and setup a post approval scanning appointment by telephone or email, based on priority. • Determine the capacity to scan documents on any given day by entering information into eTracker indicating workload projection. Supervisor requires accurate information to schedule additional scanning and indexing resources as required. • Schedule training for clients and consultants to learn the requirements of the process for submitting electronic, back check plans by scheduling training in eTracker and coordinating with IT staff to provide training as needed.
5%	<p>In order to ensure that DSA staff are able to accurately identify project documents and have access to accurate project status information; utilizing verbal/written instructions and through skills and knowledge gained through education, vendor provided training and experience:</p>

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5%	<ul style="list-style-type: none"> • Provide data entry services for document indexing processes and eTracker project management application by cataloging scanned documents into a database according to DSA procedures. • Provide quality control of documents by viewing each document during the indexing process and resolve any problems to ensure that all documents are readable. <p>In order to ensure that DSA is able to deliver approved plans to clients after scanning and indexing; utilizing verbal/written instructions and through skills and knowledge gained through education, vendor provided training and experience:</p> <ul style="list-style-type: none"> • Maintain approved record set tracking system by logging receipt of records sets into eTracker. • Verify that record sets have been received by clients who choose to have their record sets shipped after scanning by contacting clients using a telephone or email.
5%	<p>In order to respond to client inquiries in a timely manner, independently:</p> <ul style="list-style-type: none"> • Prepares and reviews a wide variety of correspondence including typing letters, memos, technical documents and reports in response to routine correspondence and non-technical inquiries in order to ensure correspondence is in correct format, correct grammatical construction is used, documents are complete and are free from clerical errors following DGS Guidelines for all Correspondence. • Responds to client inquiries verbally in order to provide project status information, project submittal information and other general information as required. • Determines client needs and questions by receiving and disseminating client inquiries to appropriate staff via telephone and e-mail.
5%	<p>Marginal Functions</p> <p>Assists in the coverage of the Front Reception area of the office by answering the telephone, taking messages, greeting and directing visitors, referring inquiries to the appropriate staff in order to provide constant coverage at the public counter and main telephone line according to office policy.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p>Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • A demonstrated interest in assuming increasing responsibility. • Ability to act independently and to work and contribute effectively in a team environment with all personnel. • Demonstrated tact and diplomacy in dealing with internal and external customers. • Dependable, reliable, adaptable and punctual and good attendance record. • Willingness to take direction from lead personnel. <p>Additional Qualifications</p> <ul style="list-style-type: none"> • Intermediate personal computer skills including electronic mail, word processing, spreadsheet and routine database activity. • Ability to communicate effectively with clients and employees at all levels both verbally and in writing. • Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.